

## ENVIRONMENTAL MANAGEMENT PLAN

### SECTION 1 -- TITLE, RESPONSIBLE PERSON, AND REVISION

<b>Number/Title:</b>	<b>Fiscal Year:</b>
<b>EMP RP:</b>	<b>Date:</b>
<b>Revision Summary:</b>	

### SECTION 2 -- SIGNIFICANT ENVIRONMENTAL ASPECT, OBJECTIVE, AND TARGET

<b>Significant Environmental Aspect addressed by this plan:</b>
<b>Objective and how it addresses the Significant Environmental Aspect:</b>
<b>Targets and how they will be addressed:</b>
<b>Scope of impact of environmental aspect, objective, and targets:</b>

## SECTION 3 -- TASKS AND ACTIVITIES

[illegible]

**SECTION 4 -- PROCEDURES, OPERATIONAL CONTROLS, AND TRAINING**

**List all Procedures/Operational Controls that relate directly to this EMP:**

**Describe training that is required for this EMP, the audience for the training, when the training will occur, and how it will be delivered:**

**List any other pertinent information related to this EMP that should be part of this plan:**

Signature of RP: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of RP's Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit completed plans with an SAQ (Form 450.1-4) to the ES&H Division.**

## **SECTION 1 -- TITLE, RESPONSIBLE PERSON, AND REVISION**

Provide the EMP number (available from ES&H Division), title, responsible person, and date the plan was submitted to the ES&H Division. If the plan is revised, change the date to the revision date and provide a brief summary of the changes to the plan in the box provided.

## **SECTION 2 -- SIGNIFICANT ENVIRONMENTAL ASPECT, OBJECTIVE, AND TARGET**

Give a brief description of the

- significant aspect that is addressed by this plan (from the significant aspects list);
- specific objective of the plan and how the objective addresses the significant aspect (reduce energy usages, increase green purchasing, reduce waste);
- specific targets and a summary of how they will be measured (specific numeric targets such as 25% reduction in energy usage or reduce waste to 450 cubic feet—must be measurable); and
- scope of the objective and targets (group of employees, a building, a project, etc.).

## **SECTION 3 -- TASKS AND ACTIVITIES**

This section provides specific details about the tasks and activities that support the plan and help to achieve the objective and targets. Describe

- the task or activity,
- the schedule start and ending dates,
- the single individual responsible for ensure the task/activity is completed, and
- how progress on the task/activity will be measured.

## **SECTION 4 -- PROCEDURES, OPERATIONAL CONTROLS, AND TRAINING**

List the procedures and any other operational controls that relate directly to the implementation of this EMP. Do not list high level policies or plans that only indirectly relate to the EMP.

Describe training that is required to implement this EMP, employees who are required to take the training, the planned dates for the training and the planned delivery method (computer-based, classroom, lecture).

## **SIGNATURES**

The RP and the RP's supervisor must sign the plan to indicate they agree with the contents, will strive to implement the plan, and will maintain the plan as needed.

## **REVISIONS**

The RP is responsible for creating the initial plan and for maintaining the plan. When revisions are necessary, the plan shall be modified, a summary of the revision provided in Section 1 and the plan submitted to the ES&H Division. The RP is primarily responsible for the implementation of the plan

## **MONITORING AND MEASURING**

The RP is responsible for providing measurement and monitoring information on the status of the EMPs implementation to the ES&H Division when requested, generally once per quarter.

## **SCREENING ANALYSIS QUESTIONNAIRE**

All EMPs must now have an SAQ (Form 450.1-4) that accompany the plan. Complete the form and submit it with the EMP to the ES&H Division.